

CIG Administrative Instructions

SECRET

1 of 1

SECRETCENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

SUBJECT: Distribution and Control of the National Security Council Intelligence Directives and the Director of Central Intelligence Directives.

1. Physical distribution and accountability of the NSCID's and DCID's is the responsibility of the Office of Collection and Dissemination.
2. Distribution will be controlled by the Executive's Office in every instance.
3. All copies of the NSCID's being received by the Coordination, Operations and Policy Staff will be forwarded to the Executive's Office, where distribution will be indicated, and ^{by} dispatched to the Office of Collection and Dissemination for distribution.
4. Director of Central Intelligence Directives when published by the Reproduction Plant will be sent to OCD and one copy dispatched directly to the Executive's Office. ^{Section} OCD Distribution will not disseminate the document ^{unless} the Executive's Office has ~~approved dispatch~~ ^{provided an approved distribution list}.
5. National Security Council Intelligence Directives and Director of Central Intelligence Directives will be distributed only as indicated by the Office of the Executive and no ^{additional reproduction to} further distribution will be made by ^{OCD or any} the recipient~~s~~ without the ^{prior} approval of the Executive ~~Office~~. ^{Additional distribution of extra} copies ~~must also be approved by the Executive Office.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Captain, USN
Executive

DISTRIBUTION:

SECRET

STATINTL

Sent on [REDACTED]
to OOD

TKS to Ex for further
Instructions & Distribution.

No Reals. by OOD on
anyone except w/ OK
of Ex's Office.

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| UNCLASSIFIED | | RESTRICTED | | <u>CONFIDENTIAL</u> | | SECRET | |
|--|------------|---------------------|--|---------------------|--|--------------|--------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | | | |
| TO | | | | | | INITIALS | DATE |
| 1 | Ex | | | | | Claw | 18 Nov |
| 2 | [REDACTED] | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| FROM | | | | | | INITIALS | DATE |
| 1 | Chet Tes | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> | | | | | | | |
| REMARKS: The draft you desired. | | | | | | | |
| (2) Please hold for return of Mr. Saunders - Claw | | | | | | | |
| SECRET | | <u>CONFIDENTIAL</u> | | RESTRICTED | | UNCLASSIFIED | |
| FORM NO. 30-4 SEP 1947 | | | | | | | |

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED] Management Officer **DATE:** 21 November 1949
FROM : Chief, Advisory Council
SUBJECT: Distribution and Control of the NSCID's and DCID's

Chief, Advisory Council, concurs in your memorandum of 16 November 1949 regarding distribution and control of NSCID's and DCID's.

25X1A

for [REDACTED]
Captain, USN

SECRET

11/21/49

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| UNCLASSIFIED | | RESTRICTED | CONFIDENTIAL | SECRET |
|--|---|-------------|---------------|--------|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | |
| TO | | INITIALS | DATE | |
| 1 | Asst. Director for Collection and Dissemination | <i>Just</i> | <i>21 Nov</i> | |
| 2 | <i>Management Officer</i> | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| FROM | | INITIALS | DATE | |
| 1 | Management Officer | <i>Just</i> | 11/18/49 | |
| 2 | | | | |
| 3 | | | | |

| | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

REMARKS: *Request 3 copies as finally approved be sent this office for AD/OC, Liaison, and Library.*

Just

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FORM NO. 30-4
SEP 1947

SECRET

16 November 1949

MEMORANDUM FOR: Chief, Advisory Council
Assistant Director for Collection and Dissemination

SUBJECT: Distribution and Control of the NSCID's and DCID's.

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1. To confirm conversations and verbal agreements between [redacted] of OCD, [redacted] of the Advisory Council, and [redacted] Management Officer, the following procedure will be observed in the distribution and accountability of the NSCID's, DCID's, [redacted] material and JCS material:

a. The NSCID's and DCID's will be distributed by OCD based upon the predetermined distribution established by the Executive. However, as each issue is sent to OCD for distribution, the Executive Office will be contacted for verification of the distribution list prior to dissemination. Requests for additional copies from any source will also be subject to the approval of the Executive Office.

b. JCS material is already being handled by OCD and does not need clarification here.

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c. All old [redacted] material will be turned over to OCD for central filing.

d. NSC's will be handled by the Director's Office, and are not considered a part of this study.

e. Certain NSCID's which have already been received will be held by the Advisory Council because of extremely limited distribution, and will be acted upon by separate instruction. They are NSCID's Nos. 5 and 9.

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2. Request that your comment or concurrence on the above subject be returned to the Management Staff on or before 25 November 1949.

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Concur for OCD

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STANDARD FORM NO. 64

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Executive Registry

0-7615

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Executive

DATE: 16 November 1949

FROM : Management Officer

SUBJECT: Distribution and Control of the NSCID's and DCID's.

Reference the attached penciled memorandum from you dated 14 November 1969, this is to advise that the material in question had been transferred to OCD prior to your departure for military duty. The policy for distribution will undoubtedly be satisfied before your return on the 29th of November, with the exception of certain very limited distribution items (NSCID Nos. 5 and 9). This will be held for your decision. For the procedure regarding distribution, see the attached memo addressed to the Advisory Council and OCD.

25X1A

1 Attach.

Cy Memo 11/16/49

Margaret

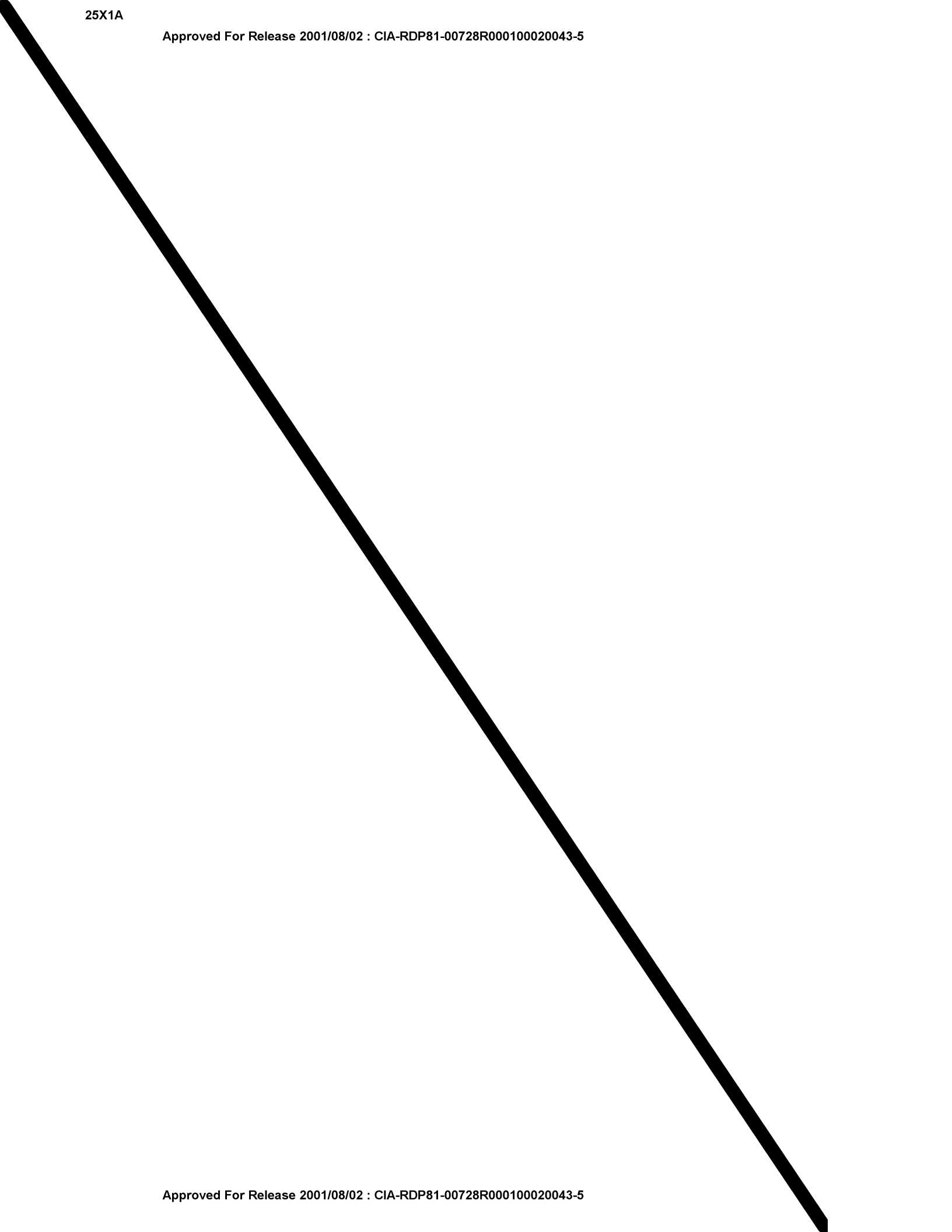
Take over 5 & 9 here for later
determination re OCD handling.

WDS
21 Nov

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|---|------------------|--------------|--|--------------|--|--------------|----------|
| (SENDER WILL CIRCLE C' IFICATION TOP AND BOTTOM) | | | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | | | |
| TO | | | | | | INITIALS | DATE |
| 1 | [REDACTED] | | | | | | |
| 2 | via:DD/A | | | | | OS | 7 Feb |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| FROM | | | | | | INITIALS | DATE |
| 1 | Exec Asst to DCI | | | | | OS | 6 Feb 51 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| <input type="checkbox"/> APPROVAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> SIGNATURE <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> RETURN <input type="checkbox"/> COMMENT <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> DISPATCH <input type="checkbox"/> CONCURRENCE <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> FILE | | | | | | | |
| REMARKS: Per telephone conversation. (1) Please issue change in orders. WJ | | | | | | | |
| SECRET | | CONFIDENTIAL | | SECRET | | UNCLASSIFIED | |
| FORM NO. 30-4 SEP 1947 | | | | | | | |



| <div style="display: flex; justify-content: space-between;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
|---|-------------------|----------|---------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP ER 1-996 Ref: ER 1-813 | | | |
| TO | | INITIALS | DATE |
| 1 | Chief, COAPS | PZ | 29 June |
| 2 | Management Office | | |
| 3 | Central Records | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | Acting Exec | AD | 28 June |
| 2 | | | |
| 3 | | | |

☐ APPROVAL

☒ INFORMATION

☐ SIGNATURE

☐ ACTION

☐ DIRECT REPLY

☐ RETURN

☐ COMMENT

☐ PREPARATION OF REPLY

☐ DISPATCH

☐ CONCURRENCE

☐ RECOMMENDATION

☒ FILE

REMARKS: DCI has signed stencil which will be reproduced & distributed immediately.

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| UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small> | | | |
|---|------------------|----------|---------|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | | INITIALS | DATE |
| 1 | Acting Executive | 103 | 15 June |
| 2 | Chief, COAPS | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| FROM | | INITIALS | DATE |
| 1 | Chief, COAPS | 103 | 14 June |
| 2 | | | |
| 3 | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p>REMARKS: Recommended changes are indicated in pencil on the draft.</p> <p style="text-align: right;">103</p> | | | |
| SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED | | | |

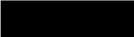
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Next 3 Page(s) In Document Exempt

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020043-5

Office Memorandum • UNITED STATES GOVERNMENT

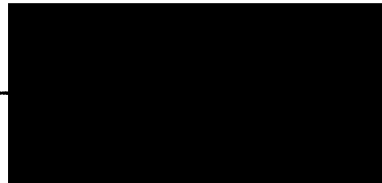
TO : Chief, Coordination, Operations & Policy Staff DATE: 19 June 1950
FROM : Assistant Director, Office of Special Operations
SUBJECT: 

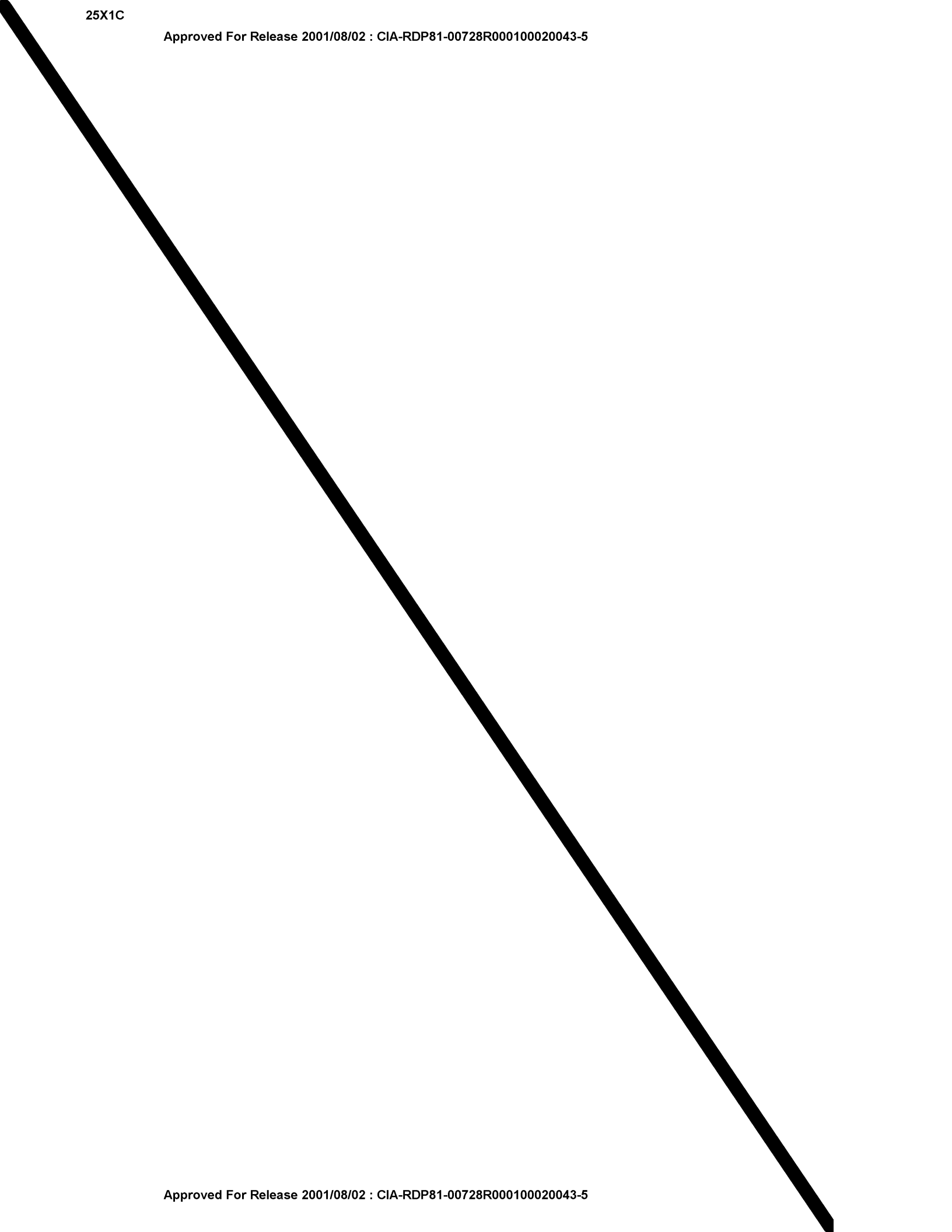
Enclosure: Draft Administrative Instruction dated 13 June 1950

25X1C

The attached draft Administrative Instruction dated 13 June 1950 is concurred in with the exception of the last sentence of paragraph 3b. It is recommended that that portion of the sentence beginning with "and that the specific" to the end, be eliminated. However, if this specific statement has been included as an "SOP" for OPC, then it is recommended that the paper be changed only by adding at the end of the sentence, "and conversely AD/PC will fully recognize the specific interest of OSO." ←

25X1A

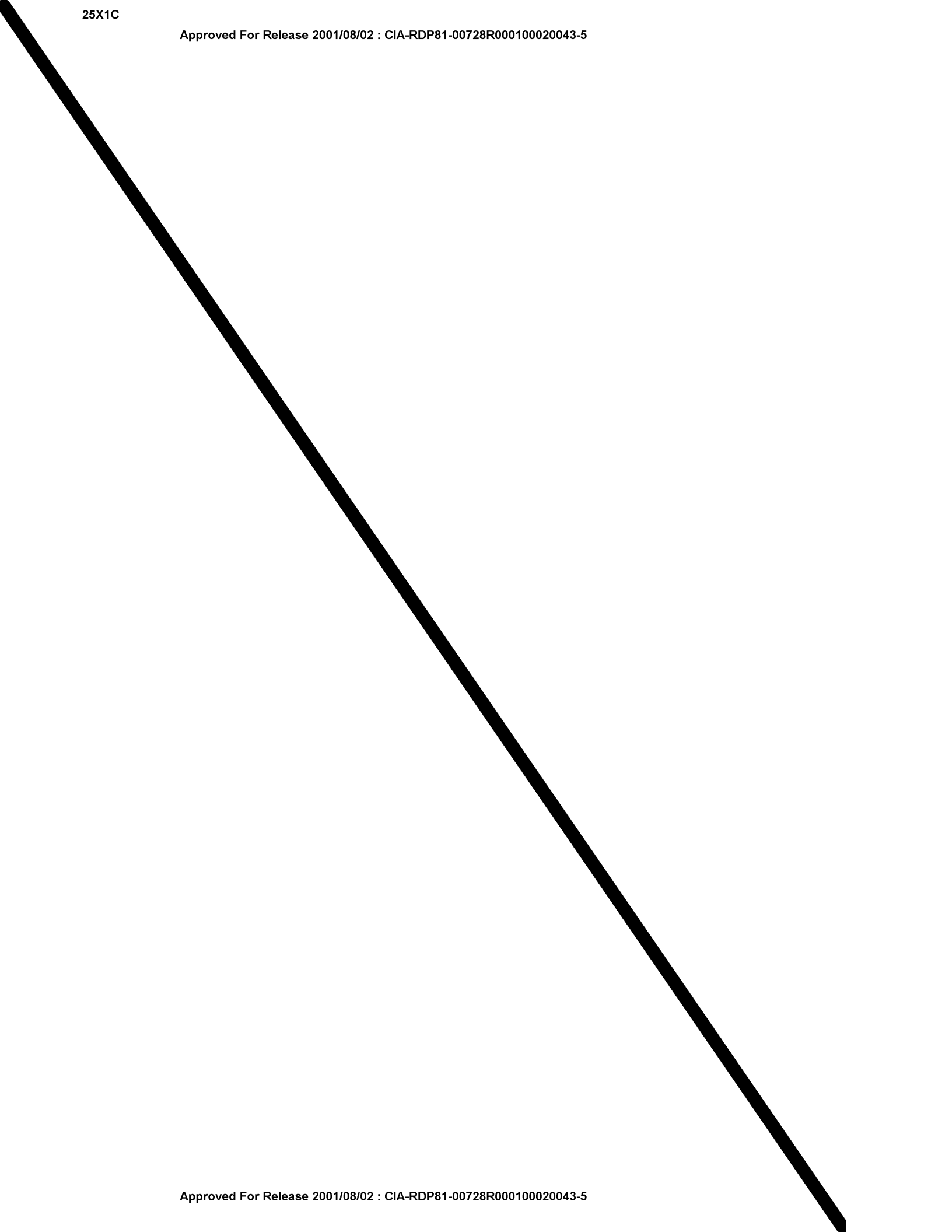
**SECRET**



CIRCULATE
IN COAPS

| | |
|--------|--------------|
| CHIEF | <i>PC</i> |
| STATE | <i>Smart</i> |
| ARMY | <i>6</i> |
| NAVY | <i>6</i> |
| AIR | <i>R</i> |
| FILES | |
| RETURN | <i>0</i> |

I don't think the
ORE suggestion should
be accepted since it
on an interagency basis
Smart



SECRET

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (Check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

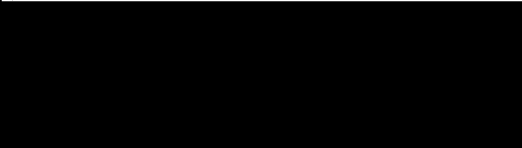
SP

NO.

26341

DATE

JUN 20 1950

| TO | ROOM NO. | DATE | | OFFICER'S INITIALS | COMMENTS |
|-----------------|----------|-------|-------|--------------------|--|
| | | REC'D | FWD'D | | |
| 1. OSP | | | | <i>LSH</i> |  |
| 2. EAD | | | 20 | <i>June 20</i> | |
| 3. CHIEF, COAPS | | | 20 | <i>June 20</i> | |
| 4. | | | | | 25X1A |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |

FORM NO. 51.10
APR 1949

W 5451

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Next 1 Page(s) In Document Exempt

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EA-1-813

19 June 1950

TO : Chief, COAPS

FROM : Chief, I&SS


SUBJECT : 

25X1C

REFERENCE: Memorandum of 14 June 1950, enclosing Draft of
Administrative Instruction, dated 13 June 1950

This is to advise you of the concurrence of this
Office with the draft of Administrative Instruction, dated
13 June 1950.

25X1A


SHEFFIELD EDWARDS
Chief, Inspection and Security

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Next 2 Page(s) In Document Exempt